

Little Traverse Bay Bands of Odawa Indians

7500 Odawa Circle Harbor Springs, MI 49740

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Job Description

Job Title: OCCUPANCY SPECIALIST

Department: Housing

Reports To: Housing Director

FLSA Status: Non-Exempt

Salary Range: \$31,475-\$42,584

Level: 4

Opens: January 07, 2016

Closes: January 28, 2016

SUMMARY

This position serves as the general intake person for the Housing Department. Analyze client needs and determine appropriate LTBB Housing Programs that enable that citizen to acquire safe and affordable housing. Assist the Housing Director in implementing a business strategy that allows the Housing Rental Program to run as a self-sufficient entity with regard to rental and home ownership programs and Odawa community development.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assist in the development of policies and procedures for the program, and acquire technical knowledge of LTBB, NAHASDA, Rural Development, State of Michigan, and local rules and regulations.
- Oversee Tenant Accounts Receivables (TARs).
- Administer policies and procedures in a fair, consistent, and professional manner.
- Initiate applicant-screening process. Oversee all occupancy, applications and admissions procedures.
- Ensure that all LTBB Rental units are properly maintained by the use of contract requisition, assignment of work to appropriate contractors, follow up to ensure quality and timely work is completed, and maintain a maintenance log for all LTBB Housing Properties.
- Perform offsite rental unit inspections with minimal supervision, and be able to critique a rental unit from a maintenance point of view to ensure all rental units are kept in good repair.
- Organize and coordinate housing rental programs with minimal supervision.

- Attend appropriate training as needed/required.
- Utilize established procedures to assure program is administered in an efficient and fiscally sound manner.
- Provide the Housing Director technical support and work with other staff to provide housing services to tribal members.
- Maintain confidentiality of all files and accounts of the LTBB Housing Department.
- Provide administrative assistance to the Housing Director and all other housing staff as needed.

EDUCATION AND EXPERIENCE

Associate's degree (A. A.) in Accounting, Business, Marketing, or other related degree and two (2) years related experience required.

OTHER SKILLS AND ABILITIES

Excellent clerical/accounting skills, knowledge of real property law, housing finance, and landlord/tenant relations as it pertains to tribes and trust lands preferred. Familiarity with spreadsheet principals required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid drivers license, reliable transportation, and must be insurable by LTBB. Must maintain license and insurability throughout duration of employment in this position.

COMMENTS

Indian Preference will apply in accordance with WOS 2002-04.